



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**REGIONAL AVIATION SAFETY GROUP – PAN AMERICA  
(RASG-PA)**

**ELEVENTH PAN AMERICA –  
REGIONAL AVIATION SAFETY TEAM MEETING**

**PA-RAST/11**

**SUMMARY OF DISCUSSIONS**

**SANTIAGO, CHILE, 18 TO 19 OCTOBER 2012**

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

**List of Contents**

<b>Contents</b>	<b>Page</b>
<b>Index</b> .....	i-1
<b>Historical</b> .....	ii-1
<b>ii.1</b> Place and Date of the Meeting.....	ii-1
<b>ii.2</b> Opening Ceremony.....	ii-1
<b>ii.3</b> Officers of the Meeting .....	ii-1
<b>ii.4</b> Working Languages .....	ii-1
<b>ii.5</b> Agenda .....	ii-1
<b>ii.6</b> Attendance.....	ii-2
<b>ii.7</b> List of Documentation.....	ii-3
<b>List of Participants</b> .....	iii-1
<b>Agenda Item 1</b> .....	1-1
<i>Opening of the Meeting</i>	
1.1 Introduction	
1.2 Administrative Notes	
1.3 Approval of the Agenda	
<b>Agenda Item 2</b> .....	2-1
<b>Runway Excursion (RE) Detailed Implementation Plan (DIP)</b>	
2.1 RE/08 - Guidance for Maintaining Runway in Accordance with ICAO Annex 14: ACI-LAC	
2.2 RE/09 - Specific Training for Pilots and Air Traffic Controllers to Avoid Unstabilized Approaches: ALTA	
2.3 RE/11 - Develop Guidance Material and Training Programmes to Create Action Plans for Runway Safety Teams: Mexico DGAC	
<b>Agenda Item 3</b> .....	3-1
<b>Controlled Flight into Terrain (CFIT) Detailed Implementation Plan (DIP)</b>	
3.1 CFIT/04 - CRM/Situational Awareness for Pilots and Air Traffic Controllers: IFALPA/IFATCA	
<b>Agenda Item 4</b> .....	4-1
<b>Loss of Control-Inflight (LOC-I) Detailed Implementation Plan (DIP)</b>	
4.1 LOC-I/06 - LOC Training – Human Factors and Automation: PA-RAST	
<b>Agenda Item 5</b> .....	5-1
<b>PA-RAST Terms of Reference (TORs)</b>	

<b>Agenda Item 6</b> .....	6-1
<b>PA-RAST Issue Analysis Team (PA-RAST/IAT)</b>	
6.1 Terms of Reference (TORs)	
6.2 Work programme	
<b>Agenda Item 7</b> .....	7-1
<b>Aviation Safety Information Analysis and Sharing (ASIAS) System</b>	
<b>Agenda Item 8</b> .....	8-1
<b>RASG- PA Project Status Review</b>	
8.1 ICAO Spanish Standard Phraseology	
8.2 Bird Strike Reduction Programme	
<b>Agenda Item 9</b> .....	3-1
<b>PA-RAST/12 and 13 Meetings</b>	
9.1 Logistics	
9.2 Agenda	
<b>Agenda Item 10</b> .....	10-1
<b>Other Business</b>	
10.1 Development of RASG-PA safety targets	
10.2 Large Height Deviation (LHD) issues in CAR/SAM Regions	
10.3 Review of RASG-PA brochure	
<b>Agenda Item 11</b> .....	11-1
<b>Recommended Actions for the RASG-PA Executive Steering Committee/15 (RASG-PA/ESC/15)</b>	

---

## HISTORICAL

### ii.1 Place and Date of the Meeting

The Eleventh Meeting of the Pan America - Regional Aviation Safety Team (PA-RAST/11) was held in Santiago, Chile, at the Chile DGCA Offices on 18 and 19 October 2012.

### ii.2 Opening Ceremony

Mr. Lorenzo Sepúlveda, Director of Safety, DGCA of Chile, and Mr. Eduardo Chacín, Regional Officer, Flight Safety, from the ICAO NACC Regional Office, greeted the participants and opened the meeting. They highlighted the relevance of RASG-PA activities to safety enhancement in the Pan American Region and, specifically, the role of the PA-RAST as the tactical body of RASG-PA for developing, supporting, implementing and monitoring safety enhancement initiatives throughout the Pan American Region.

### ii.3 Officers of the Meeting

Mr. Vivek Sood, United States/FAA, substituting for the representative of the DGCA of Mexico, and Mr. Gerardo Hueto, Boeing, acted as PA-RAST Co-Chairpersons representing States/Territories and International Organizations/Industry, respectively. Mr. Eduardo Chacín, Regional Officer, Flight Safety, served as the PA-RAST Secretary, assisted by Mr. Adolfo Zavala, Regional Officer, Air Traffic Management, both from the ICAO NACC Regional Office. Mrs. Loretta Martin, Regional Director, ICAO NACC Regional Office and RASG-PA Secretary, attended the meeting.

### ii.4 Working Languages

The working language of the meeting was English.

### ii.5 Agenda

#### Agenda Item 1: Opening of the Meeting

- 1.1 Introductions
- 1.2 Administrative Notes
- 1.3 Approval of the Agenda

#### Agenda Item 2: Runway Excursion (RE) Detailed Implementation Plan (DIP)

- 2.1 RE/08 - Guidance for Maintaining Runway in Accordance with ICAO Annex 14: ACI-LAC
- 2.2 RE/09 - Specific Training for Pilots and Air Traffic Controllers to Avoid Unstabilized Approaches: ALTA
- 2.3 RE/11 - Develop Guidance Material and Training Programmes to Create Action Plans for Runway Safety Teams: Mexico DGAC

**Agenda Item 3:           Controlled Flight into Terrain (CFIT) Detailed Implementation Plan (DIP)**

- 3.1     CFIT/04 - CRM/Situational Awareness for Pilots and Air Traffic  
          Controllers: IFALPA/IFATCA

**Agenda Item 4:           Loss of Control – In Flight (LOC-I) Detailed Implementation Plan (DIP)**

- 4.1     LOC-I/06 - LOC Training – Human Factors and Automation: PA-RAST

**Agenda Item 5:           PA-RAST Terms of Reference (TORs)**

**Agenda Item 6:           PA-RAST Issue Analysis Team (PA-RAST/IAT)**

- 6.1     Terms of Reference (TORs)
- 6.2     Work Programme

**Agenda Item 7:           Aviation Safety Information Analysis and Sharing (ASIAS) System**

**Agenda Item 8:           RASG-PA Project Status Review**

- 8.1     ICAO Spanish Standard Phraseology
- 8.2     Bird Strike Reduction Programme

**Agenda Item 9:           PA-RAST/12 and 13 Meetings**

- 9.1     Logistics
- 9.2     Agenda

**Agenda Item 10:          Other Business**

- 10.1    Development of RASG-PA Safety Targets
- 10.2    Large Height Deviation (LHD) Issues in the CAR/SAM Regions
- 10.3    Review of RASG-PA Brochure

**Agenda Item 11:          Recommended Actions for the RASG-PA Executive Steering Committee/15  
(RASG-PA/ESC/15)**

**ii.6           Attendance**

The meeting was attended by 14 members of the PA-RAST. The representatives from Brazil attended remotely via Skype. The Meeting welcomed Mr. Vivek Sood, United States/FAA, who has replaced Mr. Glenn Michael as RASG-PA Vice Chairperson; he will also be participating in the PA-RAST.

**ii.7 List of Documentation**

**WORKING PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
WP/01	1.3	Provisional Agenda and Schedule of the Eleventh Pan America – Regional Aviation Safety Team Meeting	24/07/12	Secretariat

**PRESENTATIONS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
01	8.1	ICAO Spanish Standard Phraseology	October 2012	ALTA
02	8.2	Bird Strike Reduction Programme	October 2012	IATA

---

**LIST OF PARTICIPANTS**

**BRAZIL**

Ricardo Senra de Oliveira  
João Souza Dias Garcia

**ICAO SECRETARIAT**

Loretta Martin  
Eduardo Chacin  
Adolfo Zavala

**CHILE**

Lorenzo Sepúlveda  
Winston San Martín

**JAMAICA**

Egbert Field

**UNITED STATES**

Vivek Sood

**ALTA**

Santiago Saltos

**AIRBUS**

Mike Preis

**BOEING**

Gerardo Hueto  
Lauren A. Millhollin

**CANSO**

Javier A. Vanegas

**FLIGHT SAFETY FOUNDATION**

Rodolfo Quevedo

**IATA**

Gabriel Acosta

**IFALPA**

Germán Díaz-Barriga

CONTACT INFORMATION

Name / Position	Administration / Organization	Telephone / E-mail
<b>BRAZIL</b>		
<b>Ricardo Senra de Oliveira</b> Gerente Geral Gerência-Geral de Análise e Pesquisa da Segurança Operacional	National Civil Aviation Agency	Tel. + 55 21 350 15124 E-mail Ricardo.Senra@anac.gov.br
<b>João Souza Dias Garcia</b> Civil Aviation Regulation Specialist	National Civil Aviation Agency	Tel. + 55 21 350 15222 E-mail joao.garcia@anac.gov.br
<b>CHILE</b>		
<b>Lorenzo Sepúlveda Biget</b> Director de Seguridad Operacional	Dirección General de Aeronáutica Civil	Tel. + 562 4392 498 E-mail lsepulveda@dgac.cl
<b>Winston San Martin</b> Investigador Accidentes Aviación	Dirección General de Aeronáutica Civil	Tel. + 569 8250 3160 E-mail wsanmartin@dgac.cl
<b>JAMAICA</b>		
<b>Egbert Field</b> Manager, Flight Operations	Jamaica Civil Aviation Authority	Tel. + 876-920-2250 E-mail jcivil@jcaa.gov.jm efield@jcaa.gov.jm
<b>UNITED STATES</b>		
<b>Vivek Sood</b> Manager, Aviation Safety Analytica Services	Federal Aviation Administration	Tel. + 202 385 8900 E-mail vivek.sood@faa.gov
<b>ALTA</b>		
<b>Santiago Saltos</b> Industry Affairs Manager	ALTA – Asociación Latinoamericana y del Caribe de Transporte Aéreo	Tel. + 1786 388 0222 E-mail ssaltos@alta.aero
<b>AIRBUS</b>		
<b>Mike Preis</b> Safety Manager	Airbus Americas	Tel. + 1 305 876 6797 E-mail mike.preis@airbus.com
<b>BOEING</b>		
<b>Gerardo Hueto</b> Deputy Chief-Aviation System Safety	Boeing	Tel. + 425 237 3129 E-mail gerardo.m.hueto@boeing.com
<b>Lauren Millhollin</b> Engineering Business Operations Manager	Boeing	Tel. + 425 299 2011 E-mail Lauren.a.milhollin@boeing.com

<b>Name / Position</b>	<b>Administration / Organization</b>	<b>Telephone / E-mail</b>	
<b>CANSO</b>			
<b>Javier A. Vanegas</b> Director, Latin America, Caribbean Affairs	CANSO	Tel. + 5255 5786 5512 E-mail lamcar@canso.org	
<b>FLIGHT SAFETY FOUNDATION</b>			
<b>Rodolfo Quevedo</b> Deputy Director	Technical Programs	Tel. +1 703-739-6700 x 111 Mobile +1 201-921-3983 E-mail quevedo@flightsafety.org	
<b>IATA</b>			
<b>Gabriel Acosta</b> SO & I Manager for LATAM	IATA	Tel. + 305 607 3180 E-mail acostag@iata.org	
<b>IFALPA</b>			
<b>Germán Díaz Barriga</b> Executive Vice President CAR/SAM Region	IFALPA	Tel. + 5255 5091 5954 E-mail atecnicos@aspa.org.mx	
<b>ICAO</b>			
<b>Loretta Martín</b> Regional Director Directora Regional	North American, Central American and Caribbean Regional Office (NACC)	Tel.: + 52 55 5250 3211 E-mail icaonacc@icao.int Web: www.mexico.icao.int	
<b>Eduardo Chacin</b> Regional Officer, Flight Safety	North American, Central American and Caribbean Regional Office (NACC)	Tel. + 52 55 5250 3211 E-mail echacin@icao.int	
<b>Adolfo Zavala</b> Regional Officer, Air Traffic Management	North American, Central American and Caribbean Regional Office (NACC)	Tel.: + 52 55 5250 3211 E-mail: azavala@icao.int	

**Agenda Item 1:           Opening of the Meeting**

**1.1                   Introduction**

1.1.1               *See Historical section of this report.*

**1.2                   Administrative Notes**

1.2.1               Mr. Luis Rossi, representative of the DGCA of Chile, as host of the PA-RAST in Santiago, Chile, briefed on the schedule of activities.

**1.3                   Approval of the Agenda**

1.3.1               Mr. Vivek Sood, United States/FAA, and Mr. Gerardo Hueto, Boeing, in their role as PA-RAST Co-Chairpersons representing States/Territories and International Organizations/Industry, respectively, presented the draft agenda and requested that it be approved by the Meeting. The agenda was approved with some additional items and is included in the Historical section of this report.

---

**Agenda Item 2: Runway Excursion (RE) Detailed Implementation Plan (DIP)**

2.0 The DIPs table was updated, and the latest version is included in the **Appendix** to this part of the report.

**2.1 RE/08 - Guidance for Maintaining Runway in Accordance with ICAO Annex 14: ACI-LAC**

2.1.1 Considering that ACI-LAC was not present at the meeting and did not provide the RASG-PA Secretariat with an update on this DIP, the status of the “*Guidance for Maintaining Runways in Accordance with ICAO Annex 14*” manual, an output of this DIP, is unknown.

2.1.2 The Meeting determined that the Secretariat must contact ACI-LAC in order to determine whether the above-mentioned manual was amended as recommended by the ESC in the previous meeting. According to the DIP, the next step will be to present the manual to the ESC for approval in order for it to be published and distributed electronically to the aviation community; specifically, for use by airport specialists.

**2.2 RE/09 - Specific Training for Pilots and Air Traffic Controllers to Avoid Unstabilized Approaches: ALTA**

2.2.1 The ALTA representative informed the Meeting on the progress with the script and development of the video on how pilots and air traffic controllers can avoid unstabilized approaches (Output 2 of the DIP); to be launched in partnership with IFALPA and IFATCA.

2.2.2 The Meeting was informed that ALTA expects to provide an update by December 2012.

2.2.3 The Meeting recognized the effort made by ALTA, IFALPA and IFATCA to accomplish the task.

**2.3 RE/11 - Develop Guidance Material and Training Programmes to Create Action Plans for Runway Safety Teams: Mexico DGAC**

2.3.1 Considering that the DGCA of Mexico was not present at the meeting and did not provide the RASG-PA Secretariat with an update on this DIP, the status of the various outputs of this DIP is unknown.

2.3.2 The Meeting determined that the Secretariat must contact the DGCA of Mexico to inquire about the progress of the DIP in regard to the following outputs as established and committed to by the Champion:

- Output 2: Electronic checklist development
- Output 3: Establishment of a regional Runway Safety Database
- Output 4: Develop a roll out plan
- Output 5: Review and update Runway Safety Team (RST) implementation

2.3.3 The Meeting considered that outputs 2, 3 and 4 must be reviewed in order to adapt them to current developments and avoid duplication of efforts.

2.3.4 The Meeting was informed and invited by the Secretariat to actively participate in the next ICAO follow-up Regional Runway Safety Seminar (RRSS) for the NAM/CAR Regions, which will be held in an Organization of Eastern Caribbean States (OECS) State/Territory under the auspices of the Eastern Caribbean Civil Aviation Authority (ECCAA) during the first quarter of 2013. The RRSS is part of the ICAO Global Runway Safety initiative to reduce the number of runway related accidents and incidents worldwide.

2.3.4 The Meeting acknowledged that the creation of RSTs would minimize the risks of Runway Excursion (RE) and Runway Incursion (RI), and other events related to runway safety, and considered that in order to expeditiously implement more RSTs in the CAR/SAM Regions, there is a need to further promote the concept and provide assistance to those States/airports that do not have the resources and/or knowledge for successful implementation. Therefore, partnership is a key element for successful implementation of RSTs throughout the regions.

2.3.5 The Meeting expressed concern about DIPs that are not progressing as expected. However, the Meeting, aware of the limitation of human and financial resources of some organizations, urged the Secretariat to contact the Champions of pending DIPs in order to evaluate the feasibility of completion in an acceptable timeframe.

**DETAILED IMPLEMENTATION PLANS (DIPs) by PA-RAST/11**

#	DIP	Description	Champion	Output	Deadline	Status	Comments
1	RE/04	Promote pilot adherence to Standard Operating Procedures (SOPs) for approach procedures including go-around decision making process	ALTA	1) Distribution	18/01/11	Completed	
				2) Training		Completed	
2	RE/09	Specific Training for pilots and air traffic controllers to avoid unstabilized approaches	ALTA	1) ALTA will conduct a survey within its operators regarding the actions taken to mitigate unstable approaches.	20/02/11	Completed	
				2) Develop a strategy to deliver safety seminars for pilots and controllers in Pan America that targets recognition and avoidance of unstable approaches.	31/12/12	In process	Updated: 5 December 2012. ALTA, IFALPA, IFATCA currently working on the script and working on video budget funding.
3	CFIT/02	Specific ALAR/CFIT Training for Pilots	IATA	1) CAA conducts a review of all operators to ascertain which operators have CFIT prevention training and procedures in their approval training	20/02/11	Completed	
				2) If an operator does not have a CFIT training, it will be encourage to incorporate CFIT training into the airline training program.	20/12/11	Completed	
4	CFIT/04	CRM/Situational Awareness for pilots and air traffic controllers	IFALPA & IFATCA	1) Incorporate and/or update CRM/situational awareness training programs for all flight crew members of air transport operators emphasizing aircraft position with relation to terrain and reviewing past	20/02/12	In process	IFALPA is coordinating with IATA and IFATCA the development of a video for pilots and air traffic controllers regarding Crew Resource Management (CRM).
				2) Incorporate CRM/situational awareness training programs for all air traffic controllers and air navigation service providers (ANSP) emphasizing aircraft position with relation to minimum allowable	20/08/12	In process	
5	LOC-I/06	LOC Training – Human factors and automation	PA-RAST	1) Review and evaluate the advisory circular created by the ICAO COSCAP's in Asia	20/02/11	Completed	
				2) ICAO will distribute a copy of the developed generic advisory circular to each State in the region.	20/03/11	Completed	
				3) Each State in the region wil use the generic advisory circular as a template to prepare a State Advisory Circular on mode awareness and energy state management aspects of flight deck automation.	20/09/11	Completed	
				4) Mode awareness and energy state management aspects of flight deck automation guidance is provided by operators to all their pilots.	20/09/12	Completed	
6	LOC-I/07	LOC Training – Advanced maneuvers	ALTA	1) Listing of training materials available from regulators, industry, operators, academia and other resources.	18/01/11	Completed	
				2) Advanced Maneuvers Training provided to all operators.	18/04/11	Completed	
				3) Advanced Maneuvers Training provided by all operators. The expectation is that this training will be accomplish during initial training and as part of the recurrent training program via ground and simulator instruction within the certified flight envelope, with emphasis on recognition, prevention and recovery technique.	18/08/13	Superseded	
7	LOC-I/9	Loc Training - Pilot monitoring policies and procedure for the operator and training program for crews	IFALPA	1) Listing of training materials available from industry, operators and other resources.	20/02/11	Completed	
				2) Raise awareness of availability and need of Pilot Monitoring Training.	20/03/11	Completed	
				3) Pilot Monitoring Training material provided to all operators.	20/03/11	Completed	
				4) Pilot Monitoring Training provided by operators to all their pilots.	20/09/12	Completed	

**DETAILED IMPLEMENTATION PLANS (DIPs) by PA-RAST/11**

#	DIP	Description	Champion	Output	Deadline	Status	Comments
8	RE/8	Guidance for Maintaining Runway, in Accordance with ICAO Annex 14	ACI-LAC	1) Create a guide that collects best practices for runway maintenance	18/04/12	In process	Updated: 14 December 2012. ESC requested ACI-LAC to provide enhanced Manual for approval and dissemination. ACI-LAC submitted the enhance Manual for reviewing by ICAO AGA specialists. Pending for comments/approval.
				2) Promote and encourage the use of the guide		In process	ESC requested ACI-LAC to provide enhanced Manual for approval and dissemination.
				3) Airports implement their maintenance plans according to the runway maintenance guide.		In process	
9	RE/11	Develop guidance material and training programmes to create action plans for runway safety teams	DGAC Mexico	1) Gather and publish in the RASG-PA website available material that may be used in to mitigate hazards related to runway safety.		Completed	
				2) Electronic checklist development.		In process	Updated: 6 December 2012. Mexico DGAC is developing the Toolkit to be presented to the PA-RAST for approval. Considering that the electronic checklist will be part of the Toolkit they requested that Output 2 be removed from the DIP.
				3) Establishment of a regional Runway Safety Database.	25/02/12	In process	Updated: 6 December 2012. Mexico DGAC considered that the Output 3 would not be feasible and request to be removed from the DIP.
				4) Develop a roll out plan.	25/08/12	In process	Updated: 6 December 2012. Mexico DGAC considered that the Output 4 must be coordinated with PA-RAST due to the need of resurces for delivering the workshops.
				X) Launch of the RST Toolkit			Updated: 6 December 2012. Mexico DGAC suggested to include the new Output X for launching the Toolkit
				5) Review and update of the Runway Safety Teams.		In process	Updated: 6 December 2012. Mexico DGAC considered that the Output 5 is monitored by the ICAO NACC and SAM and RASG-PA, and the material is updated by ICAO HQ. Therefore, they requested to be removed from the DIP.

---

**Agenda Item 3:           Controlled Flight into Terrain (CFIT) Detailed Implementation Plan (DIP)**

3                   The DIPs table was updated, and the latest version is included in the Appendix to the report on Agenda Item 2.

**3.1     CFIT/04 - CRM/Situational Awareness for Pilots and Air Traffic  
          Controllers: IFALPA/IFATCA**

3.1.1           The IFALPA representative informed that they are coordinating with IATA and IFATCA on the development of a video for pilots and air traffic controllers regarding Crew Resource Management (CRM) as identified in the DIP.

3.1.2           The Meeting was aware of the effort demonstrated by the collaborative effort of both organizations in accomplishing this task.

3.1.3           The Meeting, considering that there is only one pending DIP for CFIT accidents, agreed that another DIP must be developed soon, taking into account that these accidents continue to occur in the region, as shown in the RASG-PA Annual Safety Report 3<sup>rd</sup> Edition.

3.1.4           The Meeting agreed to work on this issue at the forthcoming PA-RAST/12 Meeting and asked the Secretariat to include it in the respective agenda.

---

**Agenda Item 4:           Loss of Control – In Flight (LOC-I) Detailed Implementation Plan (DIP)**

**4.1       LOC-I/06 - LOC Training – Human Factors and Automation: PA-RAST**

4.1.1           Regarding Output 2: *Distribute to States*, the Meeting was informed that ICAO, on behalf of RASG-PA, distributed the developed generic advisory circular to each State in the region by means of a RASG-PA Safety Advisory (RSA). The *Mode Awareness and Energy State Management Aspects of Flight Deck Automation* RSA (RSA # 1) and the corresponding advisory circular were distributed in English and Spanish and became the first RSA issued by RASG-PA.

4.1.2           The Meeting considered that Output 3: *States to Send a State Advisory Circular on Mode Awareness and Energy State Management* and Output 4: *Operators to Provide Guidance to Pilots* would be monitored by the ICAO NACC and SAM Regional Offices, and ALTA and IATA, respectively, six months after dissemination of RSA #1, and report back to the PA-RAST for further analysis regarding impact on States and industry.

4.1.3           The Meeting considered that the DIP was completed.

---

**Agenda Item 5: PA-RAST Terms of Reference (TORs)**

5.1 After a brief discussion, the Meeting approved the PA-RAST Terms of Reference (TORs) as follows:

**Pan America – Regional Aviation Safety Team (PA-RAST)**

**Terms of Reference**

**A) Objectives:**

1. Analyze data driven safety risk areas as identified by RASG-PA and/or any of its members
2. Identify, categorize and prioritize risk management opportunities, and provide recommended actions
3. Recommend establishment of achievable projects as directed by RASG-PA

**B) Membership:**

1. ICAO Member States and Territories of the ICAO NAM, CAR and SAM Regions
2. International and Regional Aviation Organizations
3. Aircraft and other aviation manufacturers
4. Other representative organizations, or any entity directly involved in aviation safety may be invited to join the work group as a full member or observer as decided by the ICAO RASG-PA Executive Steering Committee (ESC)

**C) Roles and Responsibilities:**

1. ICAO HQ: provide expertise and administrative support
2. ICAO NACC and SAM Regional Offices: provide expertise and administrative support
3. PA-RAST Co-Chair:
  - a. Chair PA-RAST meetings
  - b. Represent the PA-RAST at RASG-PA/ESC meetings
  - c. Develop annual work programme (meetings, projects and other activities)
  - d. Promote consensus among PA-RAST members
  - e. Coordinate PA-RAST activities closely with the RASG-PA Secretariat
4. PA-RAST Member:
  - a. Assist Co-Chairpersons
  - b. Contribute to the annual work programme
  - c. Provide technical expertise and collaborate on the accomplishment of PA-RAST work programmes
  - d. Identify an alternate for representation on the PA-RAST
  - e. Coordinate projects with their respective organizations

5. Detailed Implementation Plan (DIP) Champion:
  - a. Commitment to tasks
  - b. Active participation
  - c. Accountable

**D) Rules of participation:**

1. Commitment
2. Complete assigned tasks
3. Provide constructive feedback
4. Protect the interests of PA-RAST members

**E) Transparency:**

1. Post meeting documentation in a timely manner on available medium
2. Provide RASG-PA/ESC and RASG-PA membership with timely updates on activities and accomplishments

**F) Election of PA-RAST Co-Chairpersons and Vice Chairpersons:**

1. The PA-RAST Co-Chairpersons will be elected as follows:
  - a. One PA-RAST Co-Chairperson from member States/Territories
  - b. One PA-RAST Co-Chairperson from International Organizations /Industry
2. The PA-RAST Co-Chairperson representing States/Territories will be elected from one of the RASG-PA member States/Territories.
3. The PA-RAST Co-Chairperson representing International Organizations/Industry will be elected from one of the RASG-PA International Organizations/Industry members.
4. Elections will be convened during a regular meeting of the PA-RAST.
5. The PA-RAST Co-Chairpersons will serve for a period of three (3) years and may be re-elected, but may not serve for more than two (2) consecutive terms.
6. The election cycle of the States/Territories PA-RAST Co-Chairperson will begin in 2012, and then every three (3) years: 2015, 2018, etc.
7. The election cycle for the International Organizations/Industry Co-Chairperson will begin in 2013 and then every three (3) years: 2016, 2019, etc.
8. If a PA-RAST Co-Chairperson is unable to complete their term, a written notification of the circumstances shall be forwarded to the RASG-PA Secretariat. The corresponding PA-RAST Vice-Chairperson will assume the duties of the Co-Chairperson until the election can be held.
9. The election to fill the vacant position will be held at the next PA-RAST meeting.
10. The PA-RAST Vice-Chairpersons will serve for a period of three (3) years and may be re-elected, but may not serve for more than two (2) consecutive terms.
11. The election cycle of the States/Territories PA-RAST Vice-Chairperson will begin in 2013, and then every three (3) years: 2016, 2019, etc.

12. The election cycle for the International Organizations/Industry Vice-Chairperson will begin in 2012 and then every three (3) years: 2015, 2018, etc.

**G) Language:**

1. Meetings will be conducted primarily in English with simultaneous interpretation in Spanish, when available.

**H) Meetings:**

1. Quarterly meetings and other meetings will be scheduled by the Co-Chairs, as required.

**I) Host website:**

1. The PA-RAST will use the RASG-PA hosting services.

**Agenda Item 6: PA-RAST Issue Analysis Team (IAT)**

**6.1 Terms of Reference (TORs)**

6.1.1 Due to time constraints, the Meeting decided to postpone the discussion of the PA-RAST IAT TORs.

**6.2 Work Programme**

6.2.1 The Meeting considered that the IAT should convene before the end of 2012 in order to discuss the TORs, including membership and the role of the IAT in the PA-RAST, among other issues.

6.2.2 Considering that the RASG-PA Fourth Aviation Safety Training Team Meeting (RASG-PA/ASTT/4) will meet in Miami, United States, from 17 to 18 December 2012, the Meeting agreed to convene the IAT/1 Meeting from 19 to 20 December 2012, following the ASTT/4 Meeting, at the Airbus Training Center.

6.2.3 The Meeting agreed that this initial IAT meeting would present a good opportunity to initiate review of the Aviation Safety Information Analysis and Sharing (ASIAS) system data by a small group of subject matter experts in order to establish the 2013 work programme. IAT/1 Meeting participation will be by individual invitation only. The participants will be selected in close coordination by the PA-RAST Chairpersons, the ESC and the Secretariat.

**Agenda Item 7: Aviation Safety Information Analysis and Sharing (ASIAS) System**

7.1 The PA/RAST, considering the forthcoming IAT/1 Meeting, decided to wait for the summary of discussions from the IAT/1 Meeting regarding the use of ASIAS.

7.2 The PA/RAST was aware that the reports of IAT meetings, in order to comply with the MOU between CAST and RASG-PA, should follow a different communication protocol due to the limitation on information that could be released, considering the sensitivity and the required confidentiality of the safety data that IAT members would access through the ASIAS system.

7.2 As agreed at PA-RAST/10, the IAT should initially focus its analysis of data from the ASIAS system on three case studies, and the outcome should be reported to the PA-RAST for further action.

---

**Agenda Item 8: RASG-PA Project Status Review**

**8.1 ICAO Spanish Standard Phraseology**

8.1.1 ALTA informed the Meeting on the status of this RASG-PA project, considering that the ESC/14 requested that it be reviewed at PA-RAST/11 prior to being presented again at the ESC/15 Meeting.

8.1.2 The Meeting acknowledged the way that ALTA presented the project using the DIP template.

8.1.3 IATA informed the Meeting that they are in the process of developing a Spanish phraseology toolkit by the second quarter of 2013; however, funding was pending.

8.1.2 The Meeting reviewed the updated project and approved it for ESC/15 consideration. The draft implementation plan is included in the Appendix of RASG-PA/05 WP/08.

**8.2 Bird Strike Reduction Programme**

8.2.1 The IATA representative delivered a presentation that provided the status and next steps for the programme, which will be presented at the ESC/15 Meeting.

8.2.2 IATA informed the Meeting that this successful initiative is expected to be extended to other airports in the region that experience the same bird strike problems.

8.2.3 The Meeting acknowledged the progress of the project and the benefits of the collaborative model among the different stakeholders.

**Agenda Item 9: PA-RAST/12 and 13 Meetings**

**9.1 Logistics**

9.1.1 The Meeting agreed that the PA-RAST work programme for 2013 will be presented under Agenda Item 4 of the RASG-PA/ESC/15 agenda in Santiago, Chile, on 21 October 2012. The outcome will be presented at the RASG-PA/5 Meeting for approval by the plenary.

**9.2 Agenda**

9.2.1 The Secretariat informed the Meeting that the draft agenda for the PA-RAST/12 Meeting will be coordinated with the RASG-PA Co-Chairpersons and circulated by the RASG-PA Secretariat as part of the invitation letter for PA-RAST meetings.

9.2.2 The Secretary encouraged PA-RAST members to review the draft agenda upon its circulation and propose any changes or provide inputs as required in a timely manner.

9.2.3 Considering that the PA-RAST is charged with the core activity of RASG-PA, the Meeting proposed more three-day meetings to adequately cover the extensive PA-RAST agenda, which includes the review of progress, development of new DIPs, analysis of IAT reports (in the near future), analysis of the RASG-PA Annual Safety Report, review of RASG-PA projects as required by the ESC, development of the executive summary for the ESC, among other issues.

---

**Agenda Item 10: Other Business**

**10.1 Development of RASG-PA Safety Targets**

10.1.1 The Secretariat informed the Meeting that RASG-PA should develop and monitor safety targets in order to set goals and monitor and achieve continuous safety improvement in the Pan American Region.

10.1.2 The Meeting agreed that setting safety targets will provide RASG-PA with transparency and standardization to identify areas of concern in order to propose remedial actions and measure the effectiveness of RASG-PA safety enhancement initiatives at the regional level and, as a consequence, RASG-PA performance.

10.1.2 The Meeting recognized that in order to set targets, RASG-PA must adopt a methodology that allows for setting and measuring safety targets using a proven and reliable method.

10.1.3 The Boeing representative informed the Meeting that considering the benefits of setting regional safety targets for RASG-PA and its members, Boeing, in coordination with the Commercial Aviation Safety Team (CAST), will provide a presentation on CAST developed goals and metrics methodology for consideration at the PA-RAST/12 Meeting.

**10.2 Large Height Deviation (LHD) Issues in the CAR/SAM Regions**

10.2.1 The Secretariat provided information on Large Height Deviation (LHD) issues in the CAR/SAM Regions. The information presented was obtained from the Report of the Twelfth GREPECAS Scrutiny Working Group Meeting (GTE/12), held in Mexico City, Mexico, from 10-14 September 2012.

10.2.2 The Meeting was informed that the CAR/SAM Regional Planning and Implementation Group (GREPECAS) had delegated the function of implementation of the methodology of Safety Management Systems (SMS) in the analysis of LHDs to the Caribbean and South America Monitoring Agency (CARSAMMA). CARSAMMA is an administrative agency subordinate to the Departamento de Controle do Espaço Aéreo (DECEA), an agency of the System Airspace Control of Brazil (SISCEAB).

10.2.3 The Meeting was informed that even though the GTE reports to GREPECAS, RASG-PA, as a focal point for regional safety, should be informed of LHD issues in order to propose appropriate actions to stakeholders to reduce occurrences.

10.2.4 The Secretariat informed the Meeting that as a result of the analysis of the data gathered by CARSAMMA, the GTE/12 determined and presented the geographical location of LHD risk areas (hot spots) for 2011 in the CAR/SAM FIRs related to Reduced Vertical Separation Minimum (RVSM) operations.

10.2.5 Considering the relevance of the issue from a safety perspective, and due to time constraints for appropriate discussion, the Meeting took note of the information provided and deferred it to the PA-RAST/12 Meeting in order to have the opportunity to analyze the issue in detail and propose mitigation actions to reduce LHD occurrences in the CAR/SAM Regions.

### **10.3 Review of RASG-PA Brochure**

10.3.1 The Meeting reviewed the RASG-PA Brochure in English and Spanish and acknowledged that it would be very useful to promote RASG-PA activities throughout the Pan American Region.

---

**Agenda Item 11: Recommended Actions for the RASG-PA Executive Steering Committee/15 (RASG-PA/ESC/15)**

11.1 The Meeting agreed that the PA-RAST Co-Chairperson representing International Organizations/Industry would present the ESC/15 with Executive Summary Reports from the PA-RAST/10 and PA-RAST/11 Meetings, which would include the status of the DIPs and PA-RAST deliverables.

11.2 The PA-RAST/11 participants invited the RASG-PA/ESC/15 participants to note the following:

- a) the Secretariat will contact ACI-LAC regarding the update of the draft manual on *Guidance in Maintaining Runways in Accordance with ICAO Annex 14* as suggested by the PA-RAST/10 Meeting;
- b) the Secretariat will contact the DGCA of Mexico to obtain progress on DIP RE/09;
- c) promote and support participation of RASG-PA members at the next ICAO follow-up Regional Runway Safety Seminar (RRSS) for the NAM/CAR Regions, which will be held in an Organization of Eastern Caribbean States (OECS) State/Territory under the auspices of the Eastern Caribbean Civil Aviation Authority (ECCAA) during the first quarter of 2013;
- d) promote the implementation of Runway Safety Teams (RSTs) and provide assistance to those States/airports that do not have the resources and/or sufficient knowledge for successful implementation;
- e) the Secretariat will contact Champions of pending DIPs to evaluate completion in an acceptable timeframe;
- f) considering that there is only one DIP pending completion for CFIT accidents, an additional DIP should be developed, taking into consideration that these accidents continue to occur in the region;
- g) the Loss of Control – In Flight (LOC-I) DIP: LOC-I/06 - LOC Training – *Human Factors and Automation*, was completed;
- h) the PA-RAST Terms of Reference (TORs) were approved by the PA-RAST;
- i) the IAT/1 Meeting will be held after the RASG-PA/ASTT/4 Meeting in Miami, United States, from 19 to 20 December 2012, hosted at the Airbus Training Center;
- j) IAT/1 Meeting participation will be by invitation only;
- k) Boeing will provide guidance material to the Secretariat to develop the IAT Terms of Reference (TORs);

- l) the IAT will focus its initial analysis of data from the ASIAS system on three case studies and the outcome will be reported to the PA-RAST;
- m) the PA-RAST reviewed and approved the ICAO Spanish Standard Phraseology Project and recommends ESC approval;
- n) the PA-RAST received a briefing on the Bird Strike Reduction Programme Project;
- o) the PA-RAST considered that three-day meetings would be optimum to adequately cover the extensive PA-RAST work programme, which will include analysis of IAT reports, etc.;
- p) the Boeing representative will provide a presentation on CAST goals and metrics methodology for development of RASG-PA Safety Targets for consideration/approval by the PA-RAST/12 Meeting to be elevated to the ESC;
- q) Large Height Deviation (LHD) issues in the CAR/SAM Regions were deferred until the PA-RAST/12 Meeting;
- r) the summary regarding DIPs (see the Appendix to the report on Agenda Item 2):
  - (i) RASG-PA identified 30 Safety Enhancement Initiatives (SEIs) in relation to the top 3 aviation safety risk areas in the Pan American Region (10 for each risk area)
  - (ii) The progress of the associated DIPs are:
    - 9 DIPs developed:
      - a. 4 in-progress
      - b. 5 completed
  - (iii) The progress of the associated Outputs are:
    - 27 Outputs developed:
      - a. 9 in-progress
      - b. 18 completed